

# PebbleCreek Hiking Club Hike Index

System Manual

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# Introduction

The PCHC Hike Index is an Excel-based system to manage the PebbleCreek Hiking Club's library of Hike Descriptions and Hiking Schedules.

The basic library functionality includes:

1. Creation, Update and Removal of Hike Description information
2. Management of Daily and Season Hiking Schedules
3. Structured reporting of Hike Description and Schedule information for communication via Email, Club Calendar and Club Website

# Master Index

The Master Index is where all information related to each PCHC sanctioned hike is collected and managed.

While it looks like a regular Excel spreadsheet in use and design, the sheet also contains coded control routines that ensure that the data can be managed by multiple people and maintain integrity.

Functions that allow safe and secure maintenance of hike descriptive data include:

- Create New Hike (From blank sheet or by copying an existing Hike)
- Change a Hike Description
- Remove a Hike
- Undo Changes made to a Hike
- Scroll to a given Hike
- Reset Change Markers and History

# Master Index - Overview

The Master Index is where all information related to each PCHC sanctioned hike is collected and managed.

## General Rules:

- Data values in cells with a blue background can be updated
- Each cell updated is automatically highlighted with a green background
- Cells with a grey background cannot be changed and the values are controlled by the system
- Control buttons have a white background and have very specific purposes – more later in the manual
- Data values in many cells are managed using drop-down list values
- There are many cells, so the sheet allows scrolling from left to right as well as scrolling up and down

| TRAIL NUMBER:<br>SCROLL TO HIKE<br>1 Changes<br>0 Adds | ADD HIKE<br>CHANGE HIKE<br>UNDO CHANGE<br>RESET CHANGE MARKERS | HIKE NAME                                | CONTROL BUTTONS<br>DELETE HIKE | REGION:                            | HIKING CLUB RATING: | DISTANCE (MILES): | FEES AND FACILITIES:   | DRIVING DIRECTIONS:   | URL PHOTOS: | URL MAP:  | URL GPX:  | Scheduled Season (# = Number of times) | TimeStamp Last Updated |
|--|--|--|--------------------------------|------------------------------------|---------------------|-------------------|--|---|-------------|---|---|--|------------------------|
| 30   |  | Gray Fox, Ironwood, Ford Canyon Lollipop |                                | White Tank Mountains Regional Park | D                   | 3.7               | Portajohns at the trailhead. Park fee is \$7.00 per car for all trailheads (except from the library which is \$2.00 per hiker).          | to the White Tank Mountains Regional Park - Head north on PebbleCreek Parkway to Indian School Road. Turn west (left) and take Loop 303 North. Exit at Northern (next to the zoo) and turn left (West). Turn right on Cotton. Turn left on Olive and follow Olive to the park gate.   |             |   | <a href="https://1drv.ms/u/s!AeywFpja8F4am1eX6g98_XBUtUQ">https://1drv.ms/u/s!AeywFpja8F4am1eX6g98_XBUtUQ</a> |  | 2022-09-25 15-32-33    |
| 31   |  | Library North Trail                      |                                | White Tank Mountains Regional Park | D                   | 5                 | Restrooms at the library and Ramadas 3 and 4. Park fee is \$7.00 per car for all trailheads (except from the library which is \$2.00 per | to White Tank Mountains Regional Park - Head north on PebbleCreek Parkway to Indian School Road, turn west (left) and take Loop 303 North (right). Exit at Northern (next to zoo) and turn left (West). Turn right on Cotton. Turn left on Olive and follow it towards the park gate. |             | <a href="https://pchikingclub-smugmug.com/Trail-Maps/White-Tank-Mountain-Regional-Park/i-k9R48fg">https://pchikingclub-smugmug.com/Trail-Maps/White-Tank-Mountain-Regional-Park/i-k9R48fg</a> |   | In 2022-2023 Season (1)                | 2022-10-05 13-05-20    |

This cell indicates whether the hike is in the current season schedule

Control Buttons

Trail Number is always protected!

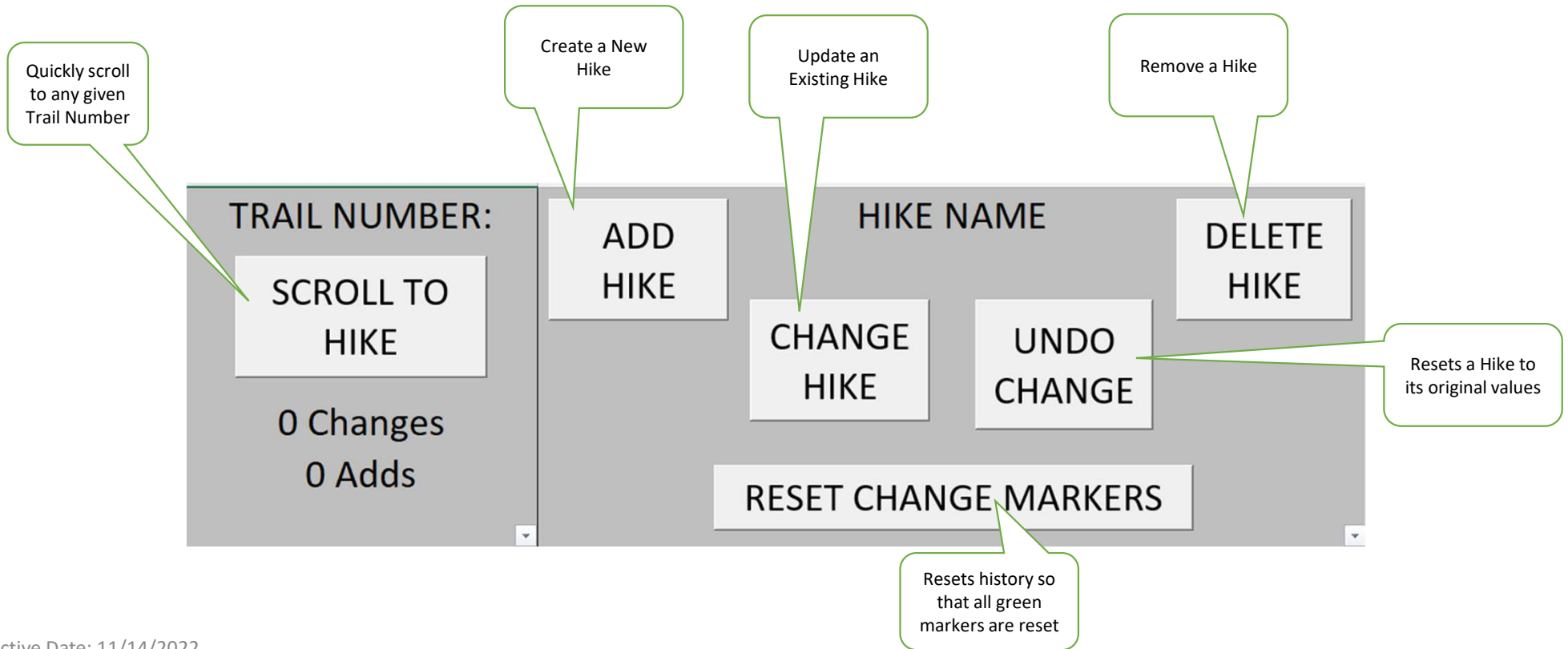
Green cells indicate the data has been recently updated

Blue Cells are unprotected and can be updated

This cell indicates the date and time the hike was last updated

# Master Index – Control Buttons

Control Buttons should be used to control and support the main activities within the Master Index sheet. They ensure that all appropriate cross-checks and security activities are carried out to ensure integrity within the system



# Master Index – Create New Hike

A New Hike can be created from a blank template or can be created using an existing hike as a template.

Each Hike in the library is uniquely identified by a new Trail Number that is automatically calculated by the system.

A data collection panel guides you through the data entry process - data can be keyed in or pasted field by field from another source. Prompts indicate if there is any missing required information.

The following pages describe the process of adding a new hike to the system

# Master Index – Create New Blank Hike

A New Hike can be created from a blank template or can be created using an existing hike as a template. Each Hike in the library is uniquely identified by a Trail Number and is automatically calculated by the system.

To create a new blank template:

1 Click on New Hike

2 Leave Trail Number Blank

3 Click on Add New Hike

4 A Blank Template opens – data can be entered or copy/pasted into the cells

5 A new Unique Trail Number is calculated

Enter New Hike Data

New Trail Number: 743

Hike Definition

Hike Name: [ ]

Region: [ ]

Club Rating: [ ] Challenge: No Reason for Challenge: [ ]

Distance (Miles): [ ] Elevation Gain (Feet): [ ]

Route Condition: [ ]

Off Trail (%) 0

Route Shape: [ ]

Route Direction: [ ]

Driving Distance (RT Miles): [ ]

Hike Descriptions

Description: [ ]

Important Information: [ ]

Trailhead Name: [ ]

Trailhead Facilities: [ ]

Trails: [ ]

Driving Directions: [ ]

Links

URL for Photographs: [ ]

URL for Map: [ ]

URL for GPX Track: [ ]

Add New Hike Go Back



# Master Index – Create from an existing Hike

To copy an existing hike

1 Click on New Hike

TRAIL NUMBER: SCROLL TO HIKE 0 Changes 0 Adds

ADD HIKE

HIKE NAME CHANGE HIKE UNDO CHANGE

DELETE HIKE

RESET CHANGE MARKERS

2 Enter a Trail Number

3 Click on Add New Hike

Add a New Hike

Copy Trail Number: 16

Add New Hike Go Back

5 A new Unique Trail Number is calculated

Enter New Hike Data

New Trail Number: 743

Hike Definition

Hike Name:

Region: Superstition Mountains

Club Rating: A Challenge: Yes Reason for Challenge: Advanced route finding and scrambling skills required along the Bluff Springs Mountain Ridge

Distance (Miles): 14.1 Elevation Gain (Feet): 3300

Route Condition: Rough

Off Trail (%): 15

Route Shape: Loop

Route Direction: Counter Clockwise

Driving Distance (RT Miles): 140

Links

URL for Photographs: https://pchikingclub.smugmug.com/SuperstitionWilderness/Bluff-Springs-Mountain

URL for Map: https://pchikingclub.smugmug.com/Trail-Maps/Superstition-Wilderness/-/Dw7DR3j

URL for GPX Track: https://1drv.ms/u/s!AgywFp1q8F4ab5A1shI2FxX741N

Add New Hike

Hike Descriptions

Description: This is a 14+ mile loop trail following good trails with a bushwhack climb up and over the trailless Bluff Springs Mountain. Return via Terrapin, Crosscut and Peralta Trails. Spectacular views of Miner's Needle and unique views over Weaver's Needle. Total Elevation Gain 33 00'+

Important Information: Average trail for main hike loop. Steep rocky bushwhack/scramble to Bluff Springs Mountain summit - trailless peak. Difficult Scramble around summit ridge to Terrapin trail.

Trailhead Name: Peralta Trail

Trailhead Facilities: No park fee Restrooms are at the trailhead

Trails: Dutchman's #104, Bluff Springs Trail #235, Bushwhack climb to Bluff Springs Mountain, Terrapin Trail, Crosscut Trail, Peralta Trail

Driving Directions: to Superstition Wilderness from Peralta Trailhead. Take I10 east to Hwy 60 east (HOV all the way). Go 8.5 mi past Apache Junction to Peralta Rd turnoff (approx. 32 mi. from I10). Turn left and the trailhead is on this road. The last 8 miles are on a well-maintained dirt road. Restrooms are at the trailhead.

4 The existing hike's data is copied into the new hike template. Alter this data and create a hike name

Go Back

# Master Index – Saving the New Hike

6

Add or updated any data fields. The system will prompt you if required information is missing

The screenshot shows the 'Enter New Hike Data' form with the following fields and values:

- New Trail Number:** 743
- Hike Name:** (Empty)
- Region:** Superstition Mountains
- Club Rating:** A
- Challenge:** Yes
- Reason for Challenge:** Advanced route finding and scrambling skills required along the Bluff Springs Mountain Ridge
- Distance (Miles):** 14.1
- Elevation Gain (Feet):** 3300
- Route Condition:** Rough
- Off Trail (%):** 15
- Route Shape:** Loop
- Route Direction:** Counter Clockwise
- Driving Distance (RT Miles):** 140

The form also includes a 'Links' section with three URLs for photographs, a map, and a GPX track. A 'Missing: Hike Name' dialog box is open, showing the error message and an 'OK' button. The 'Add New Hike' button is highlighted with a red starburst.

Click Add New Hike when all data fields have been keyed in or pasted from another source

7

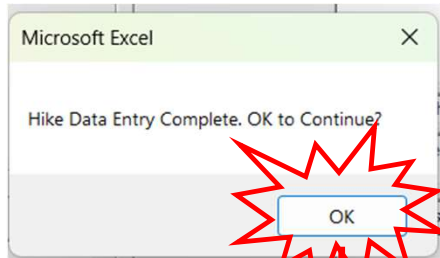
At any time Click Go Back to cancel the transaction. A new hike will not be created in the system

Go Back

# Master Index – New Hike Added

8

After the Add New Hike button has been pressed then click OK on the Confirmation Request. The data collection form is closed and the Master Index sheet scrolls to a line containing the new hike information



9

| TRAIL NUMBER:<br>SCROLL TO HIKE<br>0 Changes<br>1 Adds | ADD HIKE<br>CHANGE HIKE<br>UNDO CHANGE<br>RESET CHANGE MARKERS | HIKE NAME              | DELETE HIKE | REGION: | HIKING CLUB RATING:  | DISTANCE (MILES):  | TRAILS:  | DESCRIPTION:      | IMPORTANT INFORMATION: | TRAILHEAD NAME: |
|--|--|------------------------|-------------|---------|--|--|--|-------------------|------------------------|-----------------|
| 743  | NEW HIKE FOR TRAINING  | Superstition Mountains | A           | 14.1    | Dutchman's Trail #104, Bluff Springs Trail #235, Bushwhack climb to Bluff Springs Mountain, Terrapin | This is a 14+ mile loop trail following good trails with a bushwhack climb up and over the trailless Bluff Springs Mountain. Return via Terrapin, Crosscut and Peralta Trails. Spectacular views of Miner's Needle and unique views over Weaver's Needle. Total Elevation Gain 33 00'+ | Average trail for main hike loop. Steep rocky bushwhack/scramble to Bluff Springs Mountain summit - trail-less peak. Difficult Scramble around summit ridge to Terrapin trail. | Peralta Trailhead |                        |                 |

# Master Index – Change an Existing Hike

Hike descriptive data can be changed in one of two ways:

Enter data directly within the Master Index sheet or  
Enter via the Change Existing Hike Data form via the Change Hike button

Either way, the changed data field is highlighted in green and the date and time of the change is recorded in the system.

Drop down lists aid the collection of the data and rules are built into the system to ensure that all required information is entered.

The following pages describe the process of changing hike descriptive information

# Master Index – Update a Hike in the Master Sheet

Locate the hike in the Master Index Sheet

| TRAIL NUMBER:<br>SCROLL TO<br>HIKE | ADD<br>HIKE | HIKE NAME<br>CHANGE<br>HIKE    | DELETE<br>HIKE | REGION:                   | HIKING<br>CLUB<br>RATING: | DISTANCE<br>(MILES): | TRAILHEAD<br>NAME:              | FEES AND FACILITIES:  | DRIVING DIRECTIONS:  | URL PHOTOS:   | URL MAP:  | URL GPX:  | Scheduled<br>Season (# =<br>Number of<br>times) | TimeStamp Last<br>Updated |
|------------------------------------|-------------|--------------------------------|----------------|---------------------------|---------------------------|----------------------|---------------------------------|---|--|---|---|---|---|---------------------------|
| 0 Changes<br>0 Adds                |             | UNDO<br>CHANGE                 |                |                           |                           |                      |                                 |   |  |   |   |   |   |                           |
| 547                                |             | Carney Springs to Peralta Loop |                | Superstition<br>Mountains | B                         | 7.5                  | Lost Goldmine<br>East Trailhead | No restrooms at Carney<br>Springs (Peralta has<br>some). No park fee. | to Superstitions - Lost Goldmine Trailhead -<br>Head south on PebbleCreek Parkway to I-10.<br>Take I-10 East to Highway 60 East (HOV all the<br>way). Go 8.5 miles past Apache Junction to the<br>Peralta Road turnoff (approximately 32 miles<br>from I-10). Turn left on Peralta Road. The | <a href="https://pchikingclub.smugmug.com/SuperstitionWilderness/Carney-SpringsPerata-Loop">https://pchikingclub.smugmug.com/SuperstitionWilderness/Carney-SpringsPerata-Loop</a> | <a href="https://pchikingclub.smugmug.com/Trail-Maps/Superstition-Wilderness-/i-ks8x6Bv/A">https://pchikingclub.smugmug.com/Trail-Maps/Superstition-Wilderness-/i-ks8x6Bv/A</a> | <a href="https://1drv.ms/u/s!AgwvFpJq8F4a17gbVTf6-WnVavZ7e=BLDlNd">https://1drv.ms/u/s!AgwvFpJq8F4a17gbVTf6-WnVavZ7e=BLDlNd</a> | In 2022-2023<br>Season (1)                      |                           |

Key in changes in each of the data fields or click in each cell and then paste data from another source

| TRAIL NUMBER:<br>SCROLL TO<br>HIKE | ADD<br>HIKE | HIKE NAME<br>CHANGE<br>HIKE    | DELETE<br>HIKE | REGION:                   | HIKING<br>CLUB<br>RATING: | DISTANCE<br>(MILES): | TRAILHEAD<br>NAME:    | FEES AND FACILITIES:  | DRIVING DIRECTIONS:  | URL PHOTOS:   | URL MAP:  | URL GPX:  | Scheduled<br>Season (# =<br>Number of<br>times) | TimeStamp Last<br>Updated |
|------------------------------------|-------------|--------------------------------|----------------|---------------------------|---------------------------|----------------------|-----------------------|---|--|---|---|---|---|---------------------------|
| 1 Changes<br>0 Adds                |             | UNDO<br>CHANGE                 |                |                           |                           |                      |                       |   |  |   |   |   |   |                           |
| 547                                |             | Carney Springs to Peralta Loop |                | Superstition<br>Mountains | B                         | 7                    | Goldmine<br>Trailhead | No restrooms at Carney<br>Springs (Peralta has<br>some). No park fee. | to Superstitions - Lost Goldmine Trailhead -<br>Head south on PebbleCreek Parkway to I-10.<br>Take I-10 East to Highway 60 East (HOV all the<br>way). Go 8.5 miles past Apache Junction to the<br>Peralta Road turnoff (approximately 32 miles<br>from I-10). Turn left on Peralta Road. The | <a href="https://pchikingclub.smugmug.com/SuperstitionWilderness/Carney-SpringsPerata-Loop">https://pchikingclub.smugmug.com/SuperstitionWilderness/Carney-SpringsPerata-Loop</a> | <a href="https://pchikingclub.smugmug.com/Trail-Maps/Superstition-Wilderness-/i-ks8x6Bv/A">https://pchikingclub.smugmug.com/Trail-Maps/Superstition-Wilderness-/i-ks8x6Bv/A</a> | <a href="https://1drv.ms/u/s!AgwvFpJq8F4a17gbVTf6-WnVavZ7e=BLDlNd">https://1drv.ms/u/s!AgwvFpJq8F4a17gbVTf6-WnVavZ7e=BLDlNd</a> | In 2022-2023<br>Season (1)                      | 2022-10-07 09:19:59       |

Changed cells are highlighted in green and the Last Updated Date and Time is updated

# Master Index – Update a Hike via the Change Form

1 Click on the Change Hike Button

| TRAIL NUMBER:       | ADD HIKE                               | HIKE NAME   | DELETE HIKE          | REGION: | HIKING CLUB RATING: | DISTANCE (MILES): | ELEVATION GAIN (Feet): | CO |
|---------------------|--|-------------|----------------------|---------|---------------------|-------------------|------------------------|----|
| 0 Changes<br>1 Adds | CHANGE HIKE                            | UNDO CHANGE | RESET CHANGE MARKERS |         |                     |                   |                        |    |
| 61                  | Wave Cave & Lost Goldmine Trails       |             |                      |         |                     |                   |                        |    |
| 62                  | Pipeline Canyon + Yavapai Point Trails |             |                      |         |                     |                   |                        |    |

Change an Existing Hike

Change this Trail Number:

Change Hike Go Back

Enter the Trail Number you want to change and click on Change Hike

Change this Trail Number: 547

**Hike Definition**

Hike Name: Carney Springs to Peralta Loop

Region: Superstition Mountains

Club Rating:  Challenge: Yes

Distance (Miles):  Elevation Gain (Feet): 2000

Route Condition:

Off Trail (%): 0

Route Shape: Loop

Route Direction: Clockwise

Driving Distance (RT Miles): 140

**Links**

URL for Photographs: <https://pchikingclub.smugmug.com/SuperstitionWilderness/Carney-SpringsPerata-Loop>

URL for Map: <https://pchikingclub.smugmug.com/Trail-Maps/Superstition-Wilderness-/i-ksBx6Bv/A>

URL for GPX Track: <https://1drv.ms/u/s!AgywFpJq8F4a117gbVTf6-WnVavZ7e=BLDlNd>

**Hike Descriptions**

Description: Carney Springs trail is a very steep, strenuous, loose pebble/dirt trail that goes up to a saddle providing great views to the south of the Superstitions. The trail going across to the Fremont Saddle (and the Peralta Trail) offers excellent views of Weavers Needle and the Superstition Mountains. There is some boulder hopping going down to Fremont Saddle. Once down the Peralta Trail at the trailhead, you simply hike down the road about a mile to the Carney Springs Trailhead.

Important Information: Strenuous climb to the ridge above Carney Springs and scenic but challenging descent to Peralta Trail for the return.

Trailhead Name: Lost Goldmine East Trailhead

Trailhead Facilities: No restrooms at Carney Springs (Peralta has some). No park fee.

Trails: Carney Springs Trail, Peralta Trail #102

Driving Directions: to Superstitions - Lost Goldmine Trailhead - Head south on PebbleCreek Parkway to I-10. Take I-10 East to Highway 60 East (HOV all the way). Go 8.5 miles past Apache Junction to the Peralta Road turnoff (approximately 32 miles from I-10). Turn left on Peralta Road. The trailhead is about 7.6 miles north on the left. The last 6.5 miles is on a well-maintained dirt road.

3 Key or paste in changes within the form and click Change Hike

| TRAIL NUMBER:       | ADD HIKE                       | HIKE NAME   | DELETE HIKE          | REGION:                | HIKING CLUB RATING: | DISTANCE (MILES): | AILHEAD NAME:      | FEES AND FACILITIES   | Directions  | Map   | GPX Track   | Season                  | Last Updated        |
|---------------------|--------------------------------|-------------|----------------------|------------------------|---------------------|-------------------|--------------------|---|---|---|---|-------------------------|---------------------|
| 1 Changes<br>0 Adds | CHANGE HIKE                    | UNDO CHANGE | RESET CHANGE MARKERS |                        |                     |                   |                    |   |   |   |   |                         |                     |
| 547                 | Carney Springs to Peralta Loop |             |                      | Superstition Mountains | B                   | 7                 | Goldmine Trailhead | No restrooms at Carney Springs (Peralta has some). No park fee. | to Superstitions - Lost Goldmine Trailhead - Head south on PebbleCreek Parkway to I-10. Take I-10 East to Highway 60 East (HOV all the way). Go 8.5 miles past Apache Junction to the Peralta Road turnoff (approximately 32 miles from I-10). Turn left on Peralta Road. The | <a href="https://pchikingclub.smugmug.com/SuperstitionWilderness/Carney-SpringsPerata-Loop">https://pchikingclub.smugmug.com/SuperstitionWilderness/Carney-SpringsPerata-Loop</a> | <a href="https://pchikingclub.smugmug.com/Trail-Maps/Superstition-Wilderness-/i-ksBx6Bv/A">https://pchikingclub.smugmug.com/Trail-Maps/Superstition-Wilderness-/i-ksBx6Bv/A</a> | In 2022-2023 Season (1) | 2022-10-07 09:19:59 |

Changed cells are highlighted in green and the Last Updated Date and Time is updated

# Master Index – Delete an Existing Hike

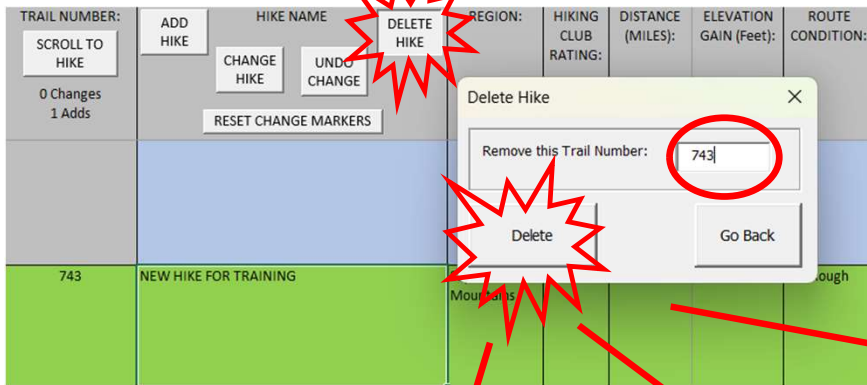
Hikes can only be deleted from the Master Index if they have not been used in a hike schedule

The principal use of this function is to remove hikes that have been unnecessarily added to the library

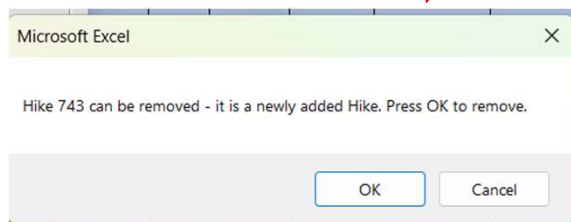
The following pages describe the process of deleting a hike from the library

# Master Index – Deleting a Hike

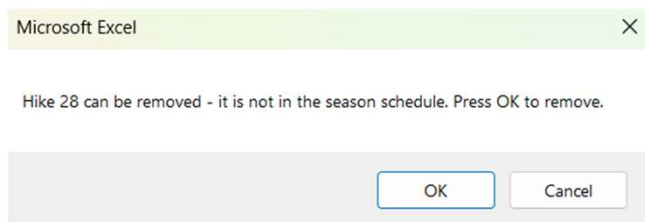
1 Click on the Delete Hike Button and enter the Trail Number of the hike to be removed



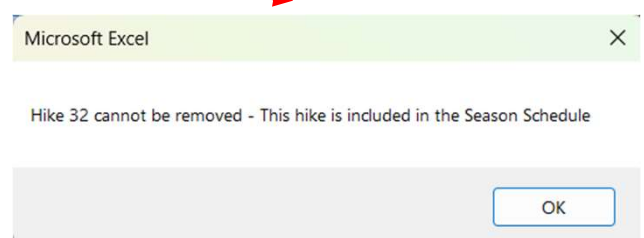
2 Press Delete



Hike 743 can be deleted as it is a recently created hike – clicking OK will remove the hike



Hike 28 can be deleted as it is not used in a season schedule hike – clicking OK will **remove** the hike



Hike 32 will not be deleted as it is used in a season schedule hike – clicking OK not remove the hike



# Master Index – Undo Changes

Changes made to hikes in the current session can be reversed back to their original state. There are limitations to this as it is based on the last time that the Change Markers were reset.

This function only reverses changes to an existing hike and will not reverse a newly added hike. Use the Delete Hike functionality for that purpose.

The following pages describe the process of reversing changes from a hike

# Master Index – Undo Changes to a specific hike

- 1 Change was made to trail number 1 (Distance changed to 16 miles). To undo the change, click on the Undo Change button.

| TRAIL NUMBER: | ADD HIKE   | HIKE NAME                 | DELETE HIKE | REGION: | HIKING CLUB RATING: | DISTANCE (MILES): | Scheduled Season (# = Number of times) | TimeStamp Last Updated |
|---------------|--|---------------------------|-------------|---------|---------------------|-------------------|--|------------------------|
| 1             | East End Mountain Long Loop including Prospector Trail | McDowell Sonoran Preserve | A           | 16      | 2022-10-07 09:57:01 |                   |  |                        |

- 2 Enter the Trail Number in the opened form then click Undo. On the confirmation panel click OK

| TRAIL NUMBER: | ADD HIKE   | HIKE NAME                 | DELETE HIKE | REGION: | HIKING CLUB RATING: | DISTANCE (MILES): | Scheduled Season (# = Number of times) | TimeStamp Last Updated |
|---------------|--|---------------------------|-------------|---------|---------------------|-------------------|--|------------------------|
| 1             | East End Mountain Long Loop including Prospector Trail | McDowell Sonoran Preserve | A           | 17      | 2022-10-02 13:59:58 |                   |  |                        |

- 3 The original values are restored (Distance back to 17 miles). The Last Updated Date and Time is also restored

# Master Index – Reset Change Markers

Once happy with the changes made to hikes in a particular update session, it is a good idea to reset Change Markers.

Not only does this clear the green highlighted cells but also creates a master index backup of the library in readiness for the next set of changes. It is this backup that the Undo Change function restores data back to in an emergency situation.

The following pages describe the process of resetting Change Markers

# Master Index – Reset Change Markers

1

After an update session (changes/adds) it is a good idea to tidy up the system by resetting the change markers and creating a new baseline for the next update session

Microsoft Excel

Ready to reset all change markers. Press OK to continue or Cancel to return

OK Cancel

| TRAIL NUMBER: | ADD HIKE            | HIKE NAME  | DELETE HIKE | REGION:                    | HIKING CLUB RATING: | DISTANCE (MILES): | URL MAP:  | URL GPX:  | Scheduled | TimeStamp Last      |
|---------------|---------------------|--|-------------|----------------------------|---------------------|-------------------|---|---|-----------|---------------------|
| 1             | 4 Changes<br>0 Adds | East End Mountain Long Loop including Prospector |             | McDowell Sonoran Preserve  | A                   | 16                | <a href="https://pchikingclub.smugmug.com/Trajectory/Maps/South-Mountain-Park/-WchXxBb">https://pchikingclub.smugmug.com/Trajectory/Maps/South-Mountain-Park/-WchXxBb</a> | <a href="https://1drv.ms/u/s!AgvYFplqBf4abk6-LWHVTVXvmhjh">https://1drv.ms/u/s!AgvYFplqBf4abk6-LWHVTVXvmhjh</a> |           | 2022-10-07 10-16-43 |
| 2             |                     | Grand Canyon Rim-to-Rim Direct                   |             | Grand Canyon National Park | A                   | 24                | <a href="https://pchikingclub.smugmug.com/Trajectory/Maps/South-Mountain-Park/-WchXxBb">https://pchikingclub.smugmug.com/Trajectory/Maps/South-Mountain-Park/-WchXxBb</a> | <a href="https://1drv.ms/u/s!AgvYFplqBf4abk6-LWHVTVXvmhjh">https://1drv.ms/u/s!AgvYFplqBf4abk6-LWHVTVXvmhjh</a> |           | 2022-10-07 10-16-30 |
| 3             |                     | Humphreys Summit Trail                           |             | Fountain Hills Area        | A                   | 10.5              | <a href="https://pchikingclub.smugmug.com/Trajectory/Maps/South-Mountain-Park/-WchXxBb">https://pchikingclub.smugmug.com/Trajectory/Maps/South-Mountain-Park/-WchXxBb</a> | <a href="https://1drv.ms/u/s!AgvYFplqBf4abk6-LWHVTVXvmhjh">https://1drv.ms/u/s!AgvYFplqBf4abk6-LWHVTVXvmhjh</a> |           | 2022-10-07 10-16-36 |
| 4             |                     | Full National Trail                              |             | South Mountain Park        | C                   | 17                | <a href="https://pchikingclub.smugmug.com/Trajectory/Maps/South-Mountain-Park/-WchXxBb">https://pchikingclub.smugmug.com/Trajectory/Maps/South-Mountain-Park/-WchXxBb</a> | <a href="https://1drv.ms/u/s!AgvYFplqBf4abk6-LWHVTVXvmhjh">https://1drv.ms/u/s!AgvYFplqBf4abk6-LWHVTVXvmhjh</a> |           | 2022-10-07 10-16-30 |
| 5             |                     | Maricopa Peak Big Loop                           |             | South Mountain Park        | B                   | 14.7              | <a href="https://pchikingclub.smugmug.com/Trajectory/Maps/South-Mountain-Park/-WchXxBb">https://pchikingclub.smugmug.com/Trajectory/Maps/South-Mountain-Park/-WchXxBb</a> | <a href="https://1drv.ms/u/s!AgvYFplqBf4abk6-LWHVTVXvmhjh">https://1drv.ms/u/s!AgvYFplqBf4abk6-LWHVTVXvmhjh</a> |           | 2022-10-07 10-16-36 |

2

Click OK and a new baseline is saved and all highlighting reset

| TRAIL NUMBER: | ADD HIKE            | HIKE NAME  | DELETE HIKE | REGION:                    | HIKING CLUB RATING: | DISTANCE (MILES): | URL MAP:  | URL GPX:  | Scheduled Season (# = Number of times) | TimeStamp Last Updated |
|---------------|---------------------|--|-------------|----------------------------|---------------------|-------------------|---|---|--|------------------------|
| 1             | 0 Changes<br>0 Adds | East End Mountain Long Loop including Prospector |             | McDowell Sonoran Preserve  | A                   | 16                | <a href="https://pchikingclub.smugmug.com/Trajectory/Maps/South-Mountain-Park/-WchXxBb">https://pchikingclub.smugmug.com/Trajectory/Maps/South-Mountain-Park/-WchXxBb</a> | <a href="https://1drv.ms/u/s!AgvYFplqBf4abk6-LWHVTVXvmhjh">https://1drv.ms/u/s!AgvYFplqBf4abk6-LWHVTVXvmhjh</a> |  | 2022-10-07 10-15-55    |
| 2             |                     | Grand Canyon Rim-to-Rim Direct                   |             | Grand Canyon National Park | A                   | 24                | <a href="https://pchikingclub.smugmug.com/Trajectory/Maps/South-Mountain-Park/-WchXxBb">https://pchikingclub.smugmug.com/Trajectory/Maps/South-Mountain-Park/-WchXxBb</a> | <a href="https://1drv.ms/u/s!AgvYFplqBf4abk6-LWHVTVXvmhjh">https://1drv.ms/u/s!AgvYFplqBf4abk6-LWHVTVXvmhjh</a> |  | 2022-10-07 10-16-43    |
| 3             |                     | Humphreys Summit Trail                           |             | Fountain Hills Area        | A                   | 10.5              | <a href="https://pchikingclub.smugmug.com/Trajectory/Maps/South-Mountain-Park/-WchXxBb">https://pchikingclub.smugmug.com/Trajectory/Maps/South-Mountain-Park/-WchXxBb</a> | <a href="https://1drv.ms/u/s!AgvYFplqBf4abk6-LWHVTVXvmhjh">https://1drv.ms/u/s!AgvYFplqBf4abk6-LWHVTVXvmhjh</a> |  | 2022-10-07 10-16-30    |
| 4             |                     | Full National Trail                              |             | South Mountain Park        | C                   | 17                | <a href="https://pchikingclub.smugmug.com/Trajectory/Maps/South-Mountain-Park/-WchXxBb">https://pchikingclub.smugmug.com/Trajectory/Maps/South-Mountain-Park/-WchXxBb</a> | <a href="https://1drv.ms/u/s!AgvYFplqBf4abk6-LWHVTVXvmhjh">https://1drv.ms/u/s!AgvYFplqBf4abk6-LWHVTVXvmhjh</a> |  | 2022-10-07 10-16-36    |
| 5             |                     | Maricopa Peak Big Loop                           |             | South Mountain Park        | B                   | 14.7              | <a href="https://pchikingclub.smugmug.com/Trajectory/Maps/South-Mountain-Park/-WchXxBb">https://pchikingclub.smugmug.com/Trajectory/Maps/South-Mountain-Park/-WchXxBb</a> | <a href="https://1drv.ms/u/s!AgvYFplqBf4abk6-LWHVTVXvmhjh">https://1drv.ms/u/s!AgvYFplqBf4abk6-LWHVTVXvmhjh</a> |  | 2022-10-07 10-16-36    |

## Master Index – Scroll to Hike

To locate a specific hike in the Master Index by trail number then click the Scroll to Hike button. This will move the requested hike to top of the screen.

Additionally, typing in the letter T will scroll to the top of the Master Index and typing in the letter B will scroll to the bottom of the list.

The following pages describe the process of scrolling to a hike via Trail Number

# Master Index – Scroll to Hike

1 To scroll to a specific Trail Number click the Scroll to Hike button

| TRAIL NUMBER: | ADD HIKE    | HIKE NAME   | DELETE HIKE          | REGION:                    | HIKING CLUB RATING: | DISTANCE (MILES): | ELEVATION GAIN (Feet): | ROUTE CONDITION: | OFF TRAIL (%): | ROUTE SHAPE | ROUTE DIRECTION | ADDITIONAL CHALLENGES? |
|---------------|-------------|-------------|----------------------|----------------------------|---------------------|-------------------|------------------------|------------------|----------------|-------------|-----------------|------------------------|
| 1             | CHANGE HIKE | UNDO CHANGE | RESET CHANGE MARKERS | McDowell Sonoran Preserve  | A                   | 16                | 3800                   |                  |                |             |                 |                        |
| 2             |             |             |                      | Grand Canyon National Park | A                   | 24                | 5700                   |                  |                |             |                 |                        |

2 Enter a Trail Number and click Go To Hike

Note:  
T scrolls to the Top  
B scrolls to the Bottom

| TRAIL NUMBER: | ADD HIKE    | HIKE NAME   | DELETE HIKE          | REGION:                          | HIKING CLUB RATING: | DISTANCE (MILES): | ELEVATION GAIN (Feet): | ROUTE CONDITION: | OFF TRAIL (%): | ROUTE SHAPE |
|---------------|-------------|-------------|----------------------|----------------------------------|---------------------|-------------------|------------------------|------------------|----------------|-------------|
| 300           | CHANGE HIKE | UNDO CHANGE | RESET CHANGE MARKERS | Estrella Mountains Regional Park | C                   | 7                 | 600                    | Excellent        | 0              | Loop        |

T scrolls to the Top

| TRAIL NUMBER: | ADD HIKE    | HIKE NAME   | DELETE HIKE          | REGION:                   | HIKING CLUB RATING: | DISTANCE (MILES): |
|---------------|-------------|-------------|----------------------|---------------------------|---------------------|-------------------|
| 1             | CHANGE HIKE | UNDO CHANGE | RESET CHANGE MARKERS | McDowell Sonoran Preserve | A                   | 16                |

3 Scroll to Trail Number 300

B scrolls to the Bottom

| TRAIL NUMBER: | ADD HIKE    | HIKE NAME   | DELETE HIKE          | REGION:                     | HIKING CLUB RATING: | DISTANCE (MILES): |
|---------------|-------------|-------------|----------------------|-----------------------------|---------------------|-------------------|
| 742           | CHANGE HIKE | UNDO CHANGE | RESET CHANGE MARKERS | Agua Fria National Monument | B                   | 8                 |

# Season Schedule Management

This sheet is the central location for reviewing and reporting on the season schedule. The season schedule is the consolidation of all the individual hike coordinator schedules within the system.

The sheet's operations include the following:

- 1) Refresh – this operation creates the season schedule from all individual schedules. Either the complete season or an individual hike coordinator schedule can be refreshed.
- 2) Generate Reports – this operation creates reports in PDF and in Excel versions. Additionally, this is where the process of creating weekly emails is began.

## Process to send weekly schedules by email

The system enables the automatic building of email content to be sent to hike coordinators and the hiking club membership.

The system calendar calculates which hikes are in the Current week or in a future week. The future week immediately after the current week is known as the Draft week – at a certain point in the calendar Draft week schedules are considered the Final Draft in readiness for communicating to the hiking club members

The system provides the capability

- 1) To send the Draft week schedule via email to the hike coordinators
- 2) To send the Final Draft week schedule via email to the hiking club
- 3) To resend the Current week schedule at any time to allow for any schedule changes



## Process to send weekly schedules by email (1)

### Monday's – the Draft week schedule is to be sent to Hike Coordinators

- i) Open Hike Index workbook and select the Season Schedule worksheet
- ii) Click Refresh button and select the Full Schedule Refresh option. Click Refresh.
- iii) When refresh is complete then Click the Generate Report button
- iv) Select Specific Week Option
- v) Select Initial Draft Option
- vi) Select Long Style Report Option
- vii) Select Email Format Option
- viii) Click Create Report button
- ix) Enter any specific message to Hike Coordinators
- x) Click Send Email to HCs button
- xi) Outlook Opens with To, CC and Reply-To fields filled out and the Body containing the Draft week's schedule
- xii) Press the Send button. Leave outlook open and click on the Sent directory to check the email has sent

## Process to send weekly schedules by email (2)

### Fridays – the Final Draft week schedule is to be sent to Hiking Club Members

- i) Open Hike Index workbook and select the Season Schedule worksheet
- ii) Click Refresh button and select the Full Schedule Refresh option. Click Refresh.
- iii) When refresh is complete then Click the Generate Report button
- iv) Select Specific Week Option
- v) Select Final Draft Option
- vi) Select Long Style Report Option
- vii) Select Email Format Option
- viii) Click Create Report button
- ix) Enter any specific message to the hiking club members
- x) Click Send Email to PCHikers button
- xi) Outlook Opens with To, CC and Reply-To fields filled out and the Body containing the Draft week's schedule
- xii) Press the Send button. Leave outlook open and click on the Sent directory to check the email has sent